

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
June 21, 2023 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:32 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Donald Collins, and Mr. Charles Harvey. Mr. Michael Brewer was absent. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Assistant Director of Civil Service; Ms. Toria Banks, Examination Analyst; and Ms. Kimberly Rachal, Examination Analyst. Also present were: Ms. Lisa Harris, Director of Human Resources; and Ms. Misty Antoon, Counsel for the Commission.

Ms. Baker read a statement regarding rights of the public to comment on matters on the agenda prior to action being taken on them, as required by the Louisiana Revised Statutes.

Ms. Baker presented the **minutes of regular meeting held May 17, 2023** for approval. Mr. Collins moved to approve the minutes as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Lawson and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of May 31, 2023, there were 73 personnel requisitions in the Civil Service Department. Civil Service received 227 applications and transmitted 28 certified eligibility lists to Human Resources during the month of May 2023. Eleven personnel requisitions were closed during the month of May 2023.

Ms. Harris reported 11 candidates were selected by the Mayor in May 2023, which included six (6) new hires, four (4) promotions, and one (1) demotion. One candidate declined an employment offer during the month of May 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. The Appointing Authority requested that one (1) special assignment be extended for a period of 90 days. Ms. Blaisdell moved to extend the special assignment as requested, and Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed **Request per Department and Division to Amend Classification Specifications**.

Civil Service received a request from the Public Works Division to amend the **Fleet Service Technician, Transit** classification specification to remove the necessary special requirement to obtain a State of Louisiana Class B commercial driver's license within five (5) months of appointment. The Division also requested to remove language related to operating vehicles that require a valid commercial driver's license. Mr. Collins moved to amend the classification specification for Fleet Service Technician, Transit as corrected. Ms. Blaisdell seconded. On vote, the motion carried.

Civil Service received a request from the Information Systems Manager to amend the **Information Systems Analyst, Information Systems** classification specification to reduce the required years of experience from three (3) to two (2) years. Mr. Harvey moved to amend the classification specification as presented; Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed the **Request per Rule V § 7 to Adopt New Classifications and Classification Specifications and Assign Grades: Manager, Customer Service and Customer Field Services; Assistant Manager, Customer Service and Customer Field Services; Supervisor, Customer Service; and Utility Billing Specialist Lead**. Ms. Lawson stated the proposed reorganization is designed to improve service delivery, clarify roles and responsibilities of positions in the department, and increase the resiliency of the Customer Service and Customer Field Services Departments.

Mr. Collins moved to adopt new classification and classification specification, Manager, Customer Service and Customer Field Services, and assign to grade 32. Mr. Harvey seconded. On vote, the motion carried.

Mr. Collins moved to adopt new classification and classification specification, Assistant Manager, Customer Service and Customer Field Services, and assign to grade 29. Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Harvey moved to adopt new classification and classification specification, Supervisor, Customer Service, and assign to grade 24. Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Collins moved to adopt new classification and classification specification, Utility Billing Specialist Lead, and assign to grade 21. Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed the **Request per Rule V § 7 to Reallocate Customer Service Manager, Customer Service to Manager, Customer Service and Customer Field Services; Accounting Technician, Customer Service, to Utility Billing Specialist Lead; and Call Center Supervisor, Customer Service to Supervisor, Customer Service**.

Ms. Blaisdell moved to reallocate Customer Service Manager, Customer Service to Manager, Customer Service and Customer Field Services. Mr. Harvey seconded. On vote, the motion carried.

Ms. Blaisdell moved to reallocate Accounting Technician, Customer Service, to Utility Billing Specialist Lead. Mr. Collins seconded. On vote, the motion carried.

Mr. Harvey moved to reallocate Call Center Supervisor, Customer Service to Supervisor, Customer Service. Ms. Blaisdell seconded. On vote, the motion carried.

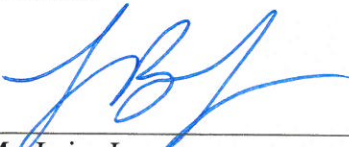
Ms. Lawson presented the **Report from Pay Plan Working Group**. She stated the group discussed hard-to-fill positions, sustainability of the new plan, and the steps necessary for implementation.

Public Hearing was held to **Consider Adoption of the Following Proposed Amendments to the Civil Service Rules: Rule VI § 3 – Appointment Rates**. Ms. Lawson stated the proposed amendment would be the City's rule in line with Louisiana State Civil Service Rule 6.5 – Hiring Rate. Following public hearing, Mr. Collins moved to adopt the proposed amendment as presented; Ms. Blaisdell seconded. On vote, the motion carried.

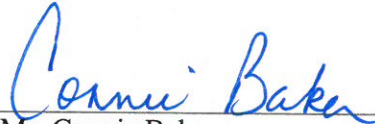
Ms. Lawson presented the **Director's Report**. Ms. Banks and Ms. Rachal introduced themselves to the Commission. Ms. Lawson discussed upcoming recruiting events and the formation of the pay plan implementation working group.

There was no discussion under the **New Business (No action will be taken)** agenda item.

The Commission adjourned at 5:29 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman